

Job Profile

Position Details	
Post	Economic Development Officer / Principal Economic Development Officer
Service Area	Housing, Regeneration and Planning / Regeneration and Economic Development / Economic Development
Reports to	Economic Development Manager
Grade	PO4 – PO6
Job Family	

Role Purpose
<ol style="list-style-type: none"> 1. To act as the lead for business networks and advocacy (including industrial estates) across the borough. This will be in consultation with the Economic Development Manager. 2. To support the Economic Development Manager in devising and implementing a creative and cost-conscious approach to supporting business networks and delivering advocacy and inward investment priorities, with an emphasis on achieving outcomes through policy and influencing work as distinct from direct delivery alone. This will include responsibility for project delivery. 3. To be the Council's representative in the Haringey business community – promoting the Council's work locally, identifying opportunities for improved collaboration and supporting and challenging colleagues to ensure businesses receive the best possible service from the Council. 4. To identify and drive through ongoing improvements to the operating environment for businesses in Haringey, so that businesses are able to thrive in the borough and choose to remain and grow here. This may include coordinating the Council's support to serious incidents affecting businesses.

Main Responsibilities
<ol style="list-style-type: none"> 1. To be the lead Council contact for the local business community – managing, championing and coordinating tactical and strategic engagement in support of business growth and action to resolve operational and service delivery issues. 2. To take the lead in ensuring that the Council meets its commitment to business and is seen by both senior leaders and local business people as a business-friendly borough. 3. To deliver projects, activities, events and partnerships in support of the Council's business growth priorities, including designing and coordinating service provision and managing events programmes. 4. To actively monitor performance against the relevant objectives and targets set in the emerging Economic Development Strategy, and the Economy Priority of the new Haringey Borough Plan 2019-2023), verifying the impact of interventions directly through ongoing dialogue with local business people and recommending improvements as required.

5. To provide briefings on policy, projects and performance against Borough Plan objectives for senior officers and members.
6. To use policy expertise and local knowledge to contribute to the further development of Haringey's business growth and support priorities, working with the Economic Development Manager and the Head of Economic Development & Enterprise
7. To develop a strong network of contacts within the Haringey business community and to promote networking and peer-to-peer support within this community, with a particular focus on non-retail business
8. To work with Council colleagues to highlight and progress issues supporting business growth in general, and addressing the needs and concerns of individual Haringey businesses and traders groups
9. To develop relationships to support this work, in particular across the Housing, Regeneration & Planning directorate, commercial and operational services such as licensing, waste and highways.
10. To identify potential funding sources to support economic development initiatives, and to draft funding bids as required.
11. To develop relationships with relevant external partners including trade support organisations, enterprise agencies and commercial property agents in order to deliver the Council's business support and growth agenda.
12. To undertake any other duties, as may be required from time to time.

Additionally at PO5

13. Establish, lead and work in multi-disciplinary teams tasked with the delivery of economic development projects/programmes and take responsibility for the organisation, coordination, supervision and reporting of projects/programmes to deliver successful results on time, within budget and to agreed outputs and outcomes.
14. Ensure programme issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders.
15. Unlock and deliver economic development opportunities using a range of mechanisms including external funding, partnership working.
16. Manage large, multi-disciplinary projects/programmes including consultation, programming, planning and co-ordination.
17. Develop service level agreements with service providers and partner agencies as required and ensure effective monitoring of contracts.
18. To review, refresh and monitor governance arrangements for both the programme and its projects, and implement any changes required.
19. Deputise for the Head of Economic Development across the full range of service responsibilities, as required or directed.
20. Manage graduate trainee or other junior project officer or equivalent staff that may be based within the team

Additionally at PO6 – Principal Economic Development Officer

21. Manage complex projects and programmes with limited oversight from the Head of Economic Development, driving the delivery of the key elements of the Economic Development Strategy.
22. Take overall responsibility for the successful performance of grant funded programmes.
23. Responsible for motivating a project team, identifying tension and conflict between individuals and/or groups and taking steps to find a resolution.
24. Identify, analyse and develop responses to commercial risks.
25. Monitor the financial viability of schemes / projects and provide financial input to colleagues, engaging external consultants if appropriate.
26. To lead on the management and reporting of large and complex service budgets, supporting senior managers by applying best practice in financial management and ensuring the service is well integrated into corporate budget management systems.
27. Act as advocate for the Council and its policies in local, sub-regional, regional and national strategic partnerships.
28. Seek joint ventures / joint working with other public sector organisations and agencies, including working with neighbouring authorities to ensure integrated regeneration investment.
29. Negotiate with developers/other public sector funders on behalf of the council to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected.
30. Be recognised as an expert by other senior professionals and called on by others for advice, support and guidance.

Criteria for Progression

The purpose of the career grading for the post is to enable the post holder to develop their career by building on their skills, experience and abilities as well as help the Council improve its internal capacity in project and programme management.

The post holder will be appointed at a level that is agreed prior to starting in the post based on the proven skills, abilities and experience the post holder has demonstrated at the time of the appointment.

Progression to PO5 and PO6 is not automatic and will be based on the post holder being able to demonstrate that they have been or are able to perform the additional duties in full and consistently. Progression will always be subject to the availability of funding.

Progression will be considered as part the post holders appraisal (My Conversation) and will be considered at least annually.

Progression through the spinal points within the agreed grade will be as set out in the Council terms and conditions.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Experience in delivering business/enterprise support and/or business growth services	Essential
2. Experience at networking and undertaking public-facing duties for a public organisation	Essential
3. Proven and well-developed understanding of business needs and priorities, particularly those of owner-managed SMEs	Essential
4. Strong problem-solving skills, and an ability to effect practical change by flexibly deploying a mix of skills and strategies	Essential
5. Experience in delivering projects on time and on budget	Essential
6. Strong communications skills and an ability to persuade, advocate and mobilise internal colleagues and external partners to meet business support and growth goals.	Essential
7. Experience of commissioning projects with internal and external providers, working collaboratively and in partnership with stakeholders and including evaluation of commissioned projects	Desirable
8. A detailed understanding of the Haringey economy and Haringey's business growth priorities	Desirable
9. A good network of contacts in the business and business support community	Desirable
10. A good understanding of the business growth and inward investment landscape, including national and regional policy and support structures	Desirable
11. A working understanding of the commercial property market in and around Haringey.	Desirable
12. Willingness to attend meetings and events as a Council representative outside of normal working hours, when required	

Main Contacts & Other Information

Main Contacts:

Head of Economic Development
Economic Development Manager
Economic Development Officer
High Streets Manager
Town Centre Officers
Regeneration Manager, Enterprise and Workspace
Creative Enterprise Manager
Regeneration Manager, Sites (Workspace)
Area Regeneration Managers and Officers

Organisational Structure

